

**To:** FACS Teachers

**From:** Suellen Ward, Program Manager, Family and Consumer Sciences  
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**Concerning:** "Microsoft Office 2007 Upgrade"

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Several teachers have indicated that they are having problems opening documents/attachments sent by our office. We have been upgraded to Microsoft 2007 and all our documents and information will be sent in Microsoft 2007. Listed are three options to address the compatibility issue—1) Discuss the problem with the technology person in your school district; 2) Download from the Microsoft website-Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 file formats; 3) Upgrade to Microsoft Office 2007 (the best choice).

Be sure to follow the proper channel or chain of command in your school district to handle this compatibility issue.

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